



DEPARTMENT OF EDUCATION  
700 E. Fifth Street  
Carson City, Nevada 89701-5096  
(775) 687 - 9200 · Fax: (775) 687 - 9101  
<http://www.doe.nv.gov>

## Nevada High School Equivalency (HSE) Test Center Policies

On Friday, October 4, 2013, the Nevada State Board of Education approved three new High School Equivalency assessments to be used throughout Nevada starting January 1, 2014. The new tests will provide the basis for awarding a *Nevada Certificate of High School Equivalency* by the Nevada Department of Education.

The Board voted to approve a new computer-based GED® test (from GED Testing Service®) as well as two alternative assessments as Nevada's official HSE tests. The two new alternative tests approved by the Board, the High School Equivalency Test (HiSET®) (from Educational Testing Services) and the Test Assessing Secondary Completion (TASC™) (from CTB/McGraw-Hill), will allow for either computer- or paper-based testing. The new GED® test will be offered only via computer. All three assessments cover the same content areas and allow test-takers to demonstrate proficiency in the academic skills expected by employers and postsecondary institutions.

### HSE Testing Program Definitions:

**Test Center** – Testing site that holds an HSE test center agreement with the Nevada Department of Education (NDE) and their respective HSE assessment vendors.

**Addendum Site** – Site at which testing can occur, but the site does not have a separate testing center agreements. Addendum sites must fall under the responsibility of a testing center.

**Chief Examiner** – Individual responsible for conducting a secure and legally defensible HSE testing program. Chief Examiners must have a high school diploma or equivalent; must not receive material compensation from any HSE vendor; and must be trained as an HSE Chief Examiner and an HSE Examiner.

**Examiner** – A role responsible for administering and conducting HSE testing in a secure and legally defensible manner. Examiners must have a high school diploma or equivalent; must not receive material compensation from any HSE vendor; and must be trained as an HSE Examiner and an HSE Proctor. A testing program may have several examiners.

**Proctor** – A role responsible for conducting an HSE test session in a secure and legally defensible manner. Proctors must have a high school diploma or equivalent; must not receive material compensation from any HSE vendor; and must be trained as an HSE Proctor. A testing program may have several proctors.

**Candidates** – Individuals who are eligible to sit for an HSE test.

## **Availability of Both Computer-based and Paper-based Testing:**

Nevada HSE test centers must offer both a computer-based and a paper-based based assessment option. Test centers may chose to offer any or all of the approved assessments in any combination of computer- and paper-based testing methods.

### Note to Test Centers Offering the GED®:

The GED® exam is only available in computer-based format. Test centers offering the GED® must also offer, at a minimum, a paper-based exam from an alternative vendor.

### Frequency of Computer- and Paper-based Testing:

Test centers shall offer a testing schedule that allows for reasonable candidate access to both computer- and paper-based testing options.

## **Candidate Registration:**

Testing candidates must register for the HSE test according the test vendor's requirements.

Each HSE vendor has its own test-taker registration process:

- GED Testing Service®
  - Candidates must be registered GED Testing Service® prior to scheduling.
  - Candidates can register at <http://myged.com> wherever they have access to the registration system.
- ETS HiSET®
  - Candidates must be registered at ETS HiSET® prior to scheduling
  - Candidates can register as <http://hiset.ets.org/myhiset> wherever they have access to the registration system.
  - Candidates may be registered by the testing center.
- CTB TASC™
  - Candidates must be registered at CTB TASC™ prior to testing.
  - Candidates must be registered by the testing center.

Each HSE test vendor provides an online interface to its registration system to its respective test centers. Test centers must use this interface to manage candidate information, verify identity, and manage a candidate's testing needs such as retests and accommodations. A candidate is not registered for the HSE test until entered into the registration system.

If a test center chooses to use a paper form to collect candidate information initially, the test center must use an intake form that captures all of the required information for later input to the registration system. Paper forms containing Personally Identifiable Information (PII) must be stored and disposed of securely.

## **Candidate Scheduling:**

Test centers are responsible for setting their own testing schedules and ensuring that schedules are kept up to date in vendor registration systems. Test centers should strive to schedule candidates to test at the time and location most convenient for them whenever possible.

## **Accommodations:**

All disability accommodations requests and approvals are handled by respective HSE assessment vendors. Additionally, each vendor maintains a list of personal items and minor modifications that do not require pre-approval.

For more information see:

- GED Testing Service®: <http://www.gedtestingservice.com/testers/computer-accommodations>
- ETS HiSET®: [http://hiset.ets.org/tc\\_staff/test\\_administration/disabilities/](http://hiset.ets.org/tc_staff/test_administration/disabilities/)
- CTB TASC™: <http://www.tasctest.com/accommodations-for-special-needs-for-test-center-admins.html>

## **Unbiased Testing:**

Persons directly involved with HSE student preparation should not act as Chief Examiners, Examiners, or Proctors. Test center personnel that are teachers may not proctor their own students. In cases where staffing limitations are such that HSE teachers must also act as test center personnel, teachers may proctor other teacher's students.

## **Test Center Administration Fees:**

### **GED®**

Test center administration fees are compensated per subtest according to a payment schedule agreed to by *Pearson VUE* and the test center. All testing fees are collected by *Pearson VUE*. Test centers may not charge additional fees for HSE testing.

### **ETS HiSET®**

Testing centers may charge test administration fees in addition to the cost of the tests. Test centers may charge up to \$15 for the administration of complete battery of tests, and up to \$5 for the administration of single subset. Testing centers are responsible for collecting all fees from candidates prior to the day of testing.

### **CTB TASC™**

Testing centers may charge test administration fees in addition to the cost of the tests. Test centers may charge up to \$13 for the administration of complete battery of tests, and up to \$5 for the administration of single subset. Testing centers are responsible for collecting all fees from candidates prior to the day of testing.

## **Credit Card Processing Fees**

Testing centers may charge for the recovery of merchant transaction processing fees when they accept payment in the form of credit cards, debit cards, and other non-cash methods. Fees must not exceed the actual amount charged by the processing company rounded up to the nearest dollar. Fees may only be assessed when the payment method results in a charge to the test center.

## **Vouchers**

Third parties may wish to subsidize all or part of the cost of a test. Each vendor has its own voucher system. Third parties purchase vouchers and apply them to the cost of tests. Some vendors only provide vouchers in amounts equal to their prices and do not cover the test

center administration fee. Third parties and test centers may also enter into agreements where the third party pays the test center directly.

### **Test Center Costs:**

Test centers are responsible for all costs associated with administering HSE tests.

### **Administering HSE Tests to 16 and 17 year old candidates:**

Only test centers operating under the purview of either a Nevada school district or the Nevada System of Higher Education may administer HSE tests to candidates under the age of eighteen. All candidates under the age eighteen must meet the stipulations provided by NAC 385.404 in regards to school district approval and parental permission.

### **Applicable Regulation and Code:**

NRS 385.080	Regulations
NRS 385.448	Selection of assessment by State Board; eligibility to take assessment; permission of board of trustees required under certain circumstances; regulations
NAC 385.402	Purpose
NAC 385.404	Eligibility to take tests; duties of school district
NAC 385.406	Identification required
NAC 385.408	Minimum passing scores
NAC 385.410	Initial testing and retesting
NAC 385.420	Certificate of educational equivalence.

### **Nevada State High School Equivalency Administration:**

Nevada Department of Education  
Office of Career, Technical, and Adult Education  
755 North Roop Street, Suite 201  
Carson City, Nevada 89701  
Telephone Number: (775) 687-7287      FAX Number: (775) 687-8636  
Brad Deeds, Nevada High School Equivalency Administrator  
Jeannine Woodward, Nevada High School Equivalency Records Custodian